



Capital Project Manager

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Project Management Institute / Montgomery, AL Chapter of PMI

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NEWSLETTER

CONTENTS:

Volunteers

From the President

Upcoming Training
Events

How to Avoid Job
Interview Brain
Freeze

Our Sponsors

Board Members

Volunteers

Volunteers are the most valuable resource of PMI Montgomery. Everything done by the chapter is done by volunteers. During our November chapter meeting we will recognize the volunteers that have supported the chapter during 2009. Did you know that the people who plan and execute the dinner and lunch meetings are volunteers? Did you know that the coordination and planning for chapter seminars is done by a volunteer. Each board member is a volunteer. The volunteers keep the chapter moving forward and without their continuing support we would lose our PMI chapter in Montgomery.

As we move from 2009 into 2010 we are still in need of more volunteers. There are many things a volunteer can do to help the chapter such as being a greeter or newsletter writer. You can assist the president or another board member. You can help coordinate a guest speaker engagement or help research a topic. There are numerous opportunities.

PMI Montgomery is like any other volunteer organization. Some people are very active and fully support the organization. Others just want to come to the meetings but do not want to get engaged in the activities. There are those who want to do certain things but not be responsible for them. Did you

know that the more volunteers we have the less effort it takes on any one individual. By sharing the responsibilities we can fully support the chapter activities and not be overwhelmed with the work.

PMI Montgomery is like any typical project. There are people from various locations coming together to make the chapter successful. Some are fully supportive and get involved. Others are there because they need a PDU or are interested in the speaker's topic. The success of PMI Montgomery is every member's responsibility. Everyone needs to be involved. The board members can use help to complete their area of responsibility. This may be to make phone calls. It could be to welcome people at the chapter meetings. Writing an article on a PM topic is another way to help. Helping to coordinate speakers or catering or other seminar related requirements is beneficial to the chapter.

As we start 2010 we are short volunteers on the Board of Directors. While a board member has a greater time requirement since they also attend board meetings, they also receive additional PDUs for their efforts. Even if you are not interested in being a board member your help as a volunteer will go a long way in helping to ensure the board is successful and the PMI Montgomery chapter provides a valuable service to the members and the community. It is important that we provide a positive view of project management to the community. We should be influencing our companies to adopt project management processes and procedures, not for our benefit, but since we know a strong project management structure is beneficial to the company. We should recognize that well thought out plans and properly allocated resources will result in better execution of the organization mission and in the end saves resources and speeds time to market. As an organization we should be helping to institutionalize project management in all of our companies. We should promote project management in the community.

Like any organization we also need the resources to accomplish our goals. Volunteers are those resources. If you are coming to meetings why not add a volunteer position to your resume. Help the Board of Directors by volunteering to assist one of them in their duties. It won't take as much time as you think. And you will earn PDUs for your effort.

With the start of 2010 we have a new opportunity to improve PMI Montgomery. You have a new opportunity to volunteer and make PMI Montgomery a better chapter which reaches more people and companies in the pursuit of advocating project management. Contact one of the board members and volunteer to help. Let us know what you are interested in doing and we will find a job for you.

Advancing Project Management in the Capital City

From the President...

This is the last chance I will have this year to address the chapter membership as your chapter president. The year has gone by faster than I would have ever thought possible. In January I was looking at all of the work we needed to accomplish and wondering how we'd ever get it done. I was now the chapter president and while being the President-Elect, it did not prepare me for the challenges of being President. I am most thankful to the board members for their support and unending encouragement. It truly takes a team effort to make the chapter run.

I am thankful for each board member taking the reins and pushing forward. Each of them has done a tremendous job and as a result the chapter continues to thrive. The economy and job stresses have impacted all of us. Sometimes it is not easy being a board member especially when you have work challenges, family challenges, and financial challenges. Despite our challenges this year the board continued to work toward the goal of improving the chapter.

I could name each board member and tell you about the many things they have done. Some are very apparent, but others are just the mundane task of handling chapter business. Each is necessary. Instead, I'd like to tell you that this year has been a growth experience for me and the board members have each given me a measure of support for which I am greatly thankful. Without them my role as President would have been overwhelming. I am thankful that Bart Ivy will be the 2010 chapter president. Bart has been a tremendous help during this year and I am sure he will be an excellent president.

While I will no longer be president of the chapter, I will still be involved as the Past-President. I will encourage the board members and provide advice. There is much to be done to help promote project management in Montgomery. We could see significant growth in the chapter over the coming years as people see the real value of project management. I hope to be part of that effort. I know we can make an impact on local businesses and companies.


As this year ends I am a little sad. While I was anxious in January I have learned a lot about myself and being chapter president. The challenges were not as big as I thought they would be and I still have things I wish I could have accomplished. I hope each chapter member finds themselves in a better position than when the year began. And I hope next year brings much improvement to our economy and project management.

I welcome the new Board of Directors and hope for continued success with PMI Montgomery. Make time to be a part of the chapter by volunteering and supporting your board members. I know from experience that they will need your help to succeed. Besides, the chapter is all of ours and we should put energy into making it a success.

I hope you have a happy 2010!

Emily



The challenge is simple. Just find somewhere in the newsletter the following milestone symbol  and send an email to: vpcommun@pmimontgomery.org with a specific description of its location. The first email received each issue will win the prize. You will also be named in the next issue of the newsletter. There are only so many pages so it should not be too hard to find but be warned it may be any direction, size, or color. So look carefully. The one included above does not count.

Upcoming Training & Events

Successful Project Management-Introductory Level, December 9-11, 8:30 a.m. to 4:30 p.m., Auburn Montgomery TechnaCenter Building. \$749 for PMI members, \$799 for non-members.

This highly interactive three-day seminar provides an overview of project management concepts and principles using lecture, small group case studies and discussion. Course participants develop many of the project plan elements required to take a project from initiation through planning, executing, and closing. This course provides 21 hours of training that apply toward the hours required to take the PMP or CAPM exams. For more detail visit the Events page of www.pmimontgomery.org. For information or to register call 334-244-3080.

PMI Montgomery

Current Chapter Membership

139 Members

83 PMPs

2 CAPM

PMI Montgomery Web Site

Have you looked at the PMI Montgomery web site lately? You should take time to visit your chapter's web site to learn more about upcoming events, read past newsletters, and check out the useful information posted on the site. There are links related to the Symposium 2010 which will be held next year. Start making your plans to attend the symposium. You can also read about the October lunch speaker presentation.

Did you know there is a job connection page as well? You can post your resume if you are seeking a PM position and employers can post job opportunities. There's a link to the joint Birmingham-Montgomery PMI mentoring program.

There is much more information located on the web site. Visit today at:

<http://www.pmimontgomery.org>

**Find the Bar
Winner!**

Susan Irwin was the winner of the
September-October milestone.

Advancing project management in the Capital City

How to Avoid Job Interview Brain Freeze

Have you ever experienced brain freeze during a job interview? You are asked a question and your mind goes blank—it's horrifying. You lose composure as well as confidence. Your interview goes down hill from there. Interview anxiety most often happens as a result of behavioral or situational interview questions that are not anticipated before hand. As a career coach, this is the most common interview problem I hear about from my clients. With the right preparation you can avoid the nightmare of brain freeze and improve your interview performance greatly.

First of all, it's important to understand what a behavioral or situational interview question is. It is any question that start with:

Tell me a time when ...
Give an example of ...
Describe a situation when ...

Employers ask these types of questions with the assumption that past behavior indicates future performance. These questions reveal a lot about a candidate, including a candidate's ability to think fast on their feet. Given that interviews are inherently stressful, many job seekers find it extremely difficult to think fast during interviews. Here are four steps that will help you prepare for any interview question.

1. Take inventory of your accomplishments.

This requires more than a cursory mental note of the good stuff you've done in the past

year. Take a systematic approach by asking yourself what challenges you've faced in each of your positions over the past five or more years. Try asking yourself...

What processes have I improved?
How have I made work easier for others?
What did I do to save my company money?
When did I find a solution to a departmental problem.
How did I save time?
When did I go beyond the call of duty to solve a customer problem?

Write out your answers to these questions. Remember to include the quantitative details when appropriate. Include dollars saved, hours cut, percentage increased etc.

2. Study the job description.

With your list of accomplishments in hand you are ready to turn your attention to the job description. Study the requirements to determine all possible challenges involved with the job. If the actual job description is skimpy in details, look to other similar positions listed to help fill in the blanks. Additionally, ask others who hold similar positions what their greatest challenges of the job are. Write out your list of anticipated challenges.

3. Create a list of behavioral questions.

Turn your list of challenges of the position into a list of ques-

tions that start with:

Tell me a time when you ...
Describe a situation when ...
Have you ever had to ...

Your list will look something like:

Tell me a time when you had to cut costs out of your annual budget.
Describe a situation when you had to fire a friend.
How would you go about repairing a relationship with a disgruntled client?

4. Use your list of accomplishments to answer your behavioral questions.

Ask a friend to help you role play your interview answers. You should feel very comfortable communicating your success stories. The more time you practice actually talking about your accomplishments the faster you'll be able to recall your stories in your next interview.

With interview performance more important than ever before, it pays to prepare, prepare, and prepare. There is no such thing as over preparation when it comes to interviews. Use this 1,2,3,4 approach to interview prep and you'll be surprised at how much more confident you'll feel in your next interview. The better you interview the faster you'll be at your new job.

Contributed by
Deborah Walker, CCMC

"These questions reveal a lot about a candidate, including a candidate's ability to think fast on their feet."

*THANKS
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